



Last Update:

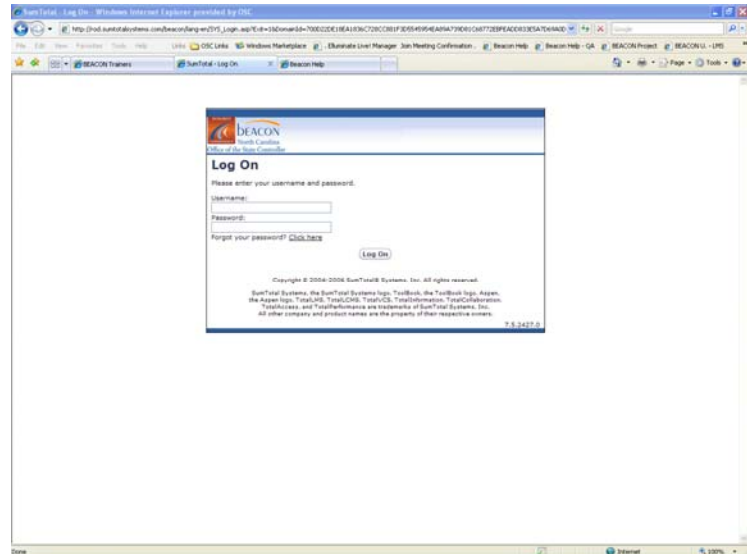
01/15/08 1:23 PM


How to Use the LMS (Student Guide)

Logging On:

1. Click in the Username:
 field.
2. Enter your user ID. Your user ID is your email address. If set up an account last year it will be disabled. Everyone must log on using their email address.

Note: The initial password is **password**.



3. Click the **Log On**  button to logon. If it is your first time logging in, the system will ask you to change your password.

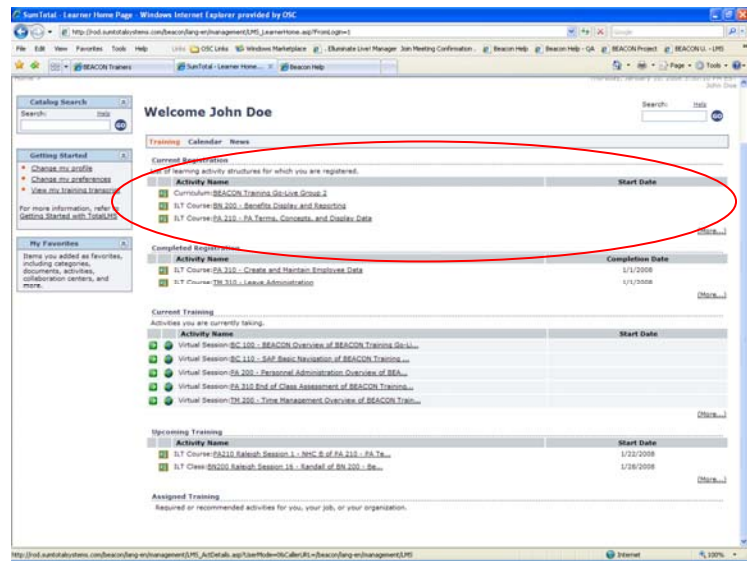


The Welcome screen is divided into 4 sections.

1. The 1st section lists the classes that you are registered for.

Note: The 1st item is not a course but rather the curriculum – a list of available courses.

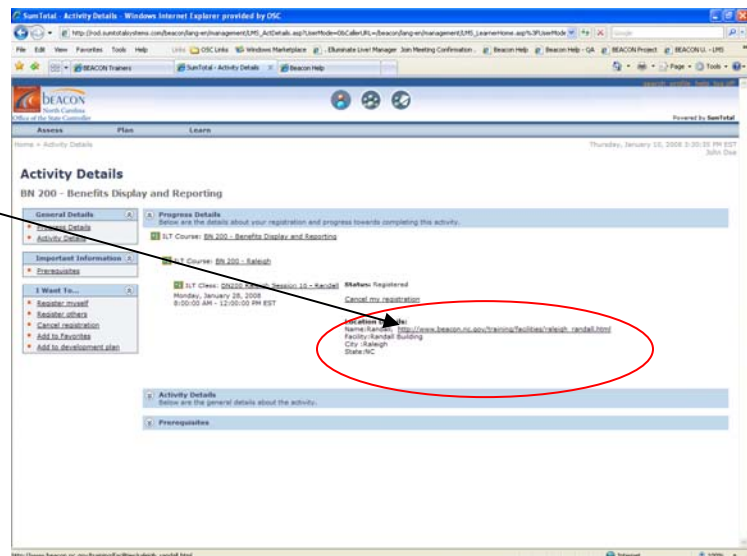
2. To display additional class details, click on the underlined course name.



Additional information includes the course time and location details.

3. In addition, to view directions to a location click on the location link.

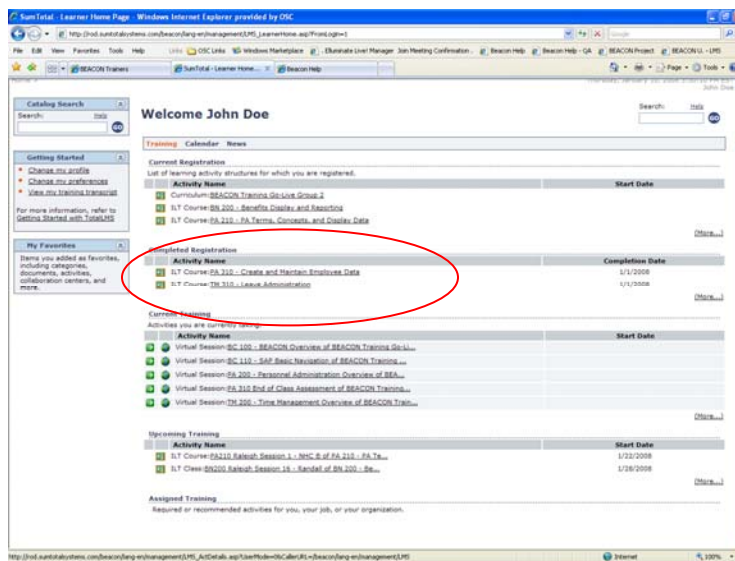
Note: Click the Back button on the browser to return to the main screen.





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The second section of the Welcome screen displays completed instructor lead courses.

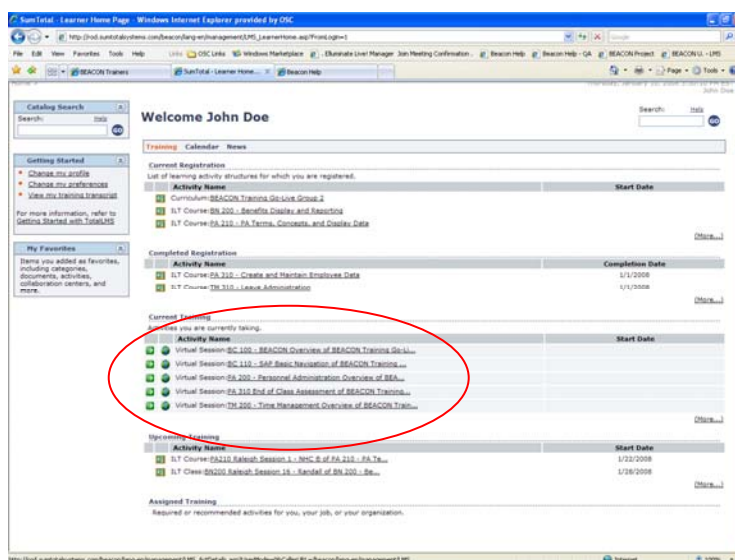


The 3rd section list the Web Based courses assigned to you.

1. To launch a course click on the "Launch" ➡ next to the course.

Note: Be sure that your pop-up blocker is turned off. The course comes up as a pop-up. Also, if your screen setting is 800 x 600, the course navigation features will not work properly. To change your settings contact your local IT support desk.

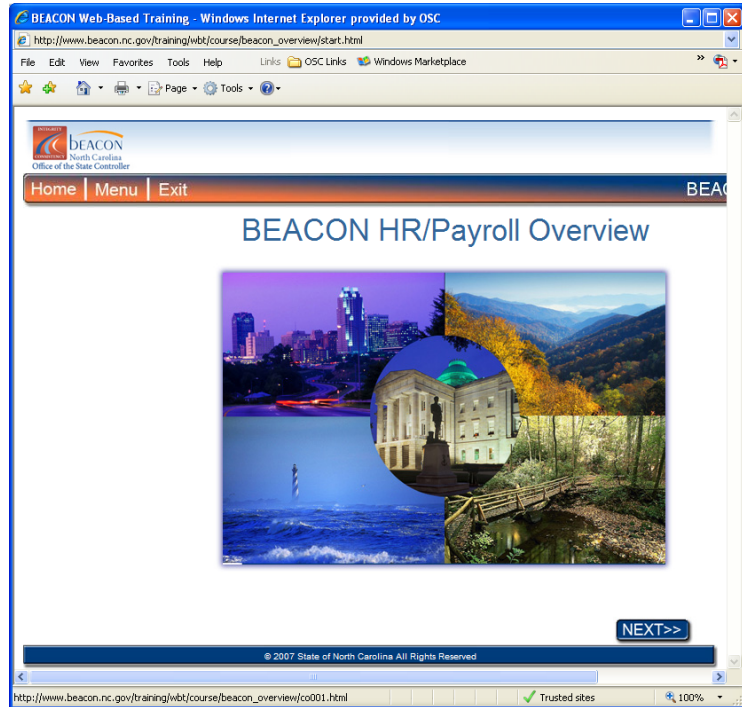
Note: The End of Course Assessments appear in this section but cannot be completed until your class is complete.






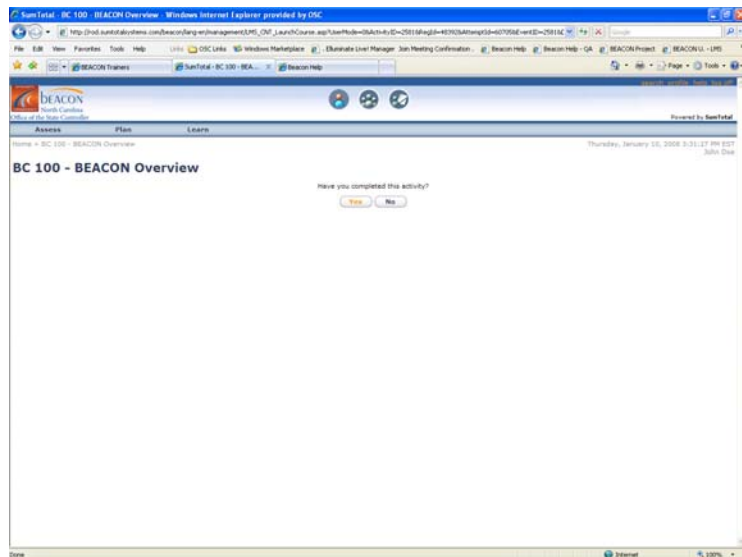
The Web Based Course displays as a pop-up.

2. Click "**Next**"  to navigate through the course.



Once the course is complete, close the course window. The following screen displays.

3. Be sure to click the **Yes**  button if you are finished with the course so that you receive completion credit.

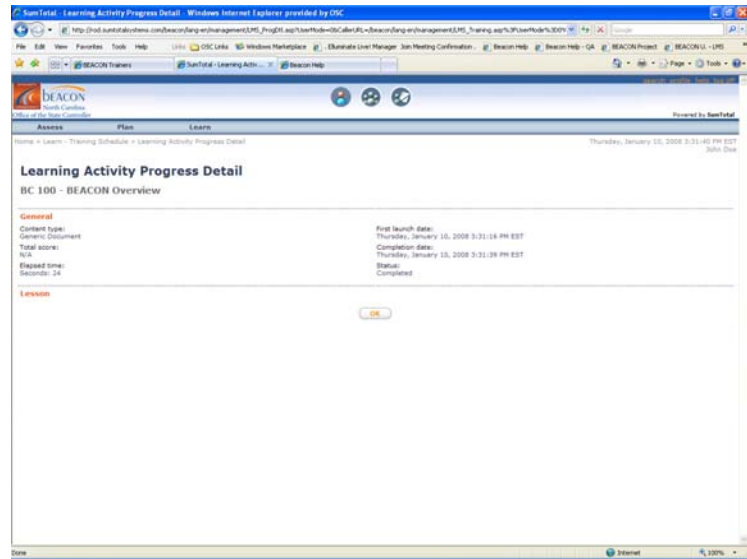




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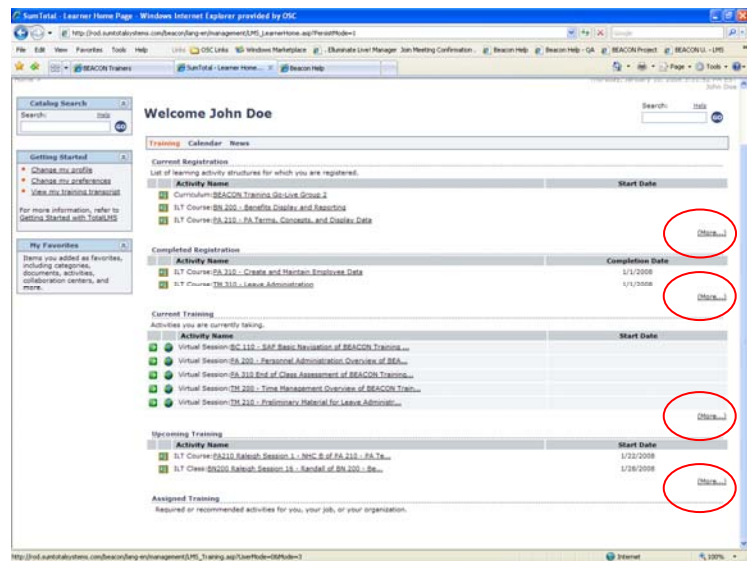
Details about your WBT will then display.

4. Click **OK**  button.



Note: The Welcome screen only shows the first 5 items in each section.

Click "**(More...)**" [\(More...\)](#) hyperlink to view additional courses assigned to you.





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The 4th section of the Welcome screen displays upcoming course details. These are the courses that you are already registered for.

The screenshot shows the 'Welcome John Doe' page in a web browser. The page has a sidebar with 'Catalog Search', 'Getting Started', and 'My Favorites'. The main content area is titled 'Welcome John Doe' and contains several sections: 'Current Registration', 'Completed Registration', 'Current Training', 'Upcoming Training', and 'Assigned Training'. The 'Upcoming Training' section is circled in red and contains two entries:

Activity Name	Start Date
ILT Course-PA 210 - Selfish Session 1 - NHC & of PA 210 - PA 7a...	1/12/2008
ILT Course-PA 210 - Selfish Session 18 - Bandol of PA 210 - Se...	1/28/2008

The last section of the welcome screen displays the courses that you are required to take based on your role and your completion status.

The screenshot shows the 'Welcome John Doe' page in a web browser. The page has a sidebar with 'Catalog Search', 'Getting Started', and 'My Favorites'. The main content area is titled 'Welcome John Doe' and contains several sections: 'Current Registration', 'Completed Registration', 'Current Training', 'Upcoming Training', and 'Assigned Training'. The 'Assigned Training' section is circled in red and contains two entries:

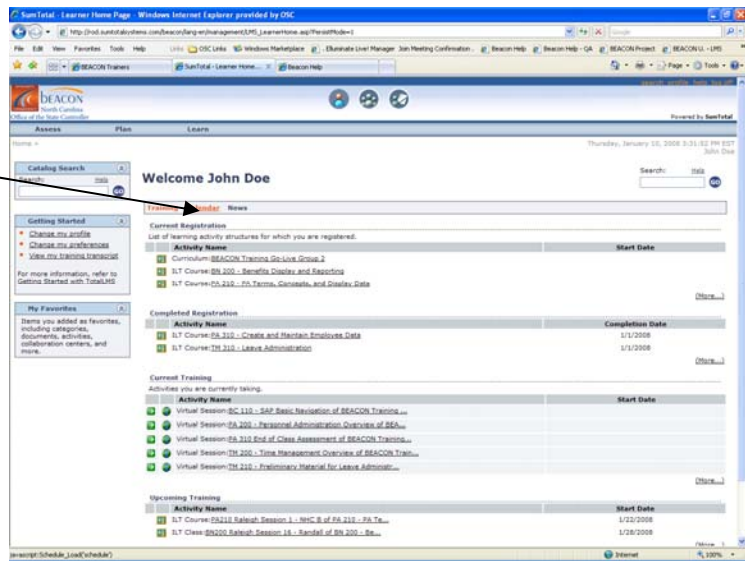
Activity Name	Start Date
ILT Course-PA 210 - Selfish Session 1 - NHC & of PA 210 - PA 7a...	1/12/2008
ILT Course-PA 210 - Selfish Session 18 - Bandol of PA 210 - Se...	1/28/2008



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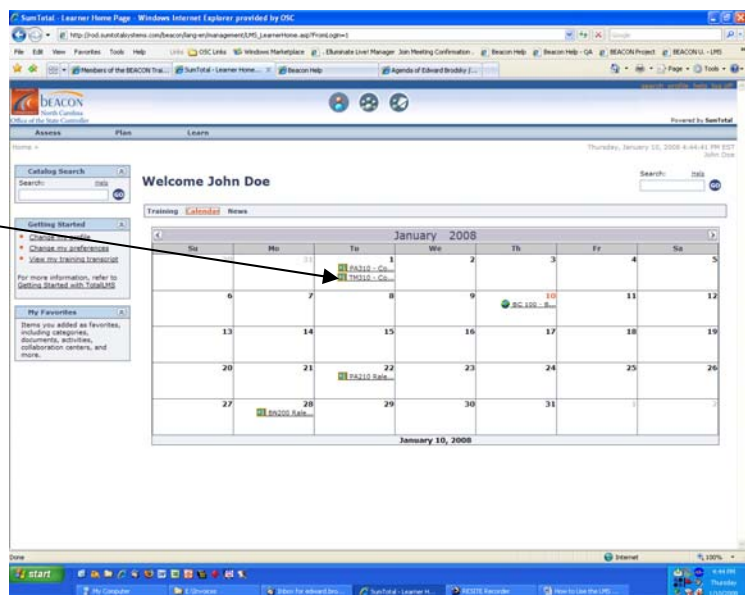
The LMS also provides you with a quick Calendar view of your training schedule.

1. Click "**Calendar**" **Calendar** hyperlink.



The Calendar view displays your training schedule.

4. Click on an activity to view class details.



If you need to make changes to your training schedule please contact your agency BEACON Training Agent.